



Printech
Your Full Service Business Printer

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CUSTOMER PRE-FLIGHT CHECK LIST

- Did you supply a dummy
 - Color Proof?
 - Color Seps?
- Is document size correct?
- Are there bleeds, are they set up to bleed properly? (1/8")
- Are the files in set up in the right page sequence?
- Right amount of pages for booklet, newsletter? (divisible by 4)
- If booklet/newsletter are page #s correct (in right spot)?
- Bookletized? (printer's spreads)
- Is file orientation accurate for two sided back-up?



- Does the file color separate properly?
 - CMYK?
 - Spot color? (pms &/or black)
- Are all fonts supplied?
- Are they not stylized?(forced bold, etc. using the stylization palette)
- Are all images supplied?
- Are the supplied images the correct dpi?
(photos 300dpi) (line art & type 800-1200dpi)
 - Do you want to be notified if they are not?
- Has all text (copy) been proofed?
- Are the gripper margins correct? (3/8")
- Has the proof been approved by customer (if freelance)?